

Standards	E	arly Intervention Process
Legal Requirement	Indicator	Documentation
NOTE: Basis for legal requirement may be found in	n DESE Requirements for Implementation.	
100000	Each SPOE maintains a record of parties obtaining access to the early	Access sheet
Access Sheet is present	ent intervention (EI) record (See NOTE 1 below), including:	Listing of employees having
FERPA 99.32 (a)(1); 303.402; 303.563; 300.572	<ul> <li>Name of person(s) accessing record</li> </ul>	access to EI files
(d); SP (IX)	• The date (m/d/y) access was given	
	• The purpose of the review	
	<ul> <li>Each SPOE maintains a current listing of the positions of those employees within the agency who may have access to the EI records (See NOTE 2 below)</li> </ul>	
	NOTE 1—FERPA regulations do not require authorized agency staff who access the record to sign.	
	NOTE 2—The listing may be posted at the file location or other central location(s).	
100100		
Referral Process		
100200	Referral date (m/d/y) is present indicating the date the SPOE received	
Referral date	information about a potentially eligible child from a primary referral source.	
303.321 (a)(b)(c)(d); SP (IV)	NOTE: Primary referrals sources include.	
	<ul> <li>Hospitals, including prenatal and postnatal care facilities;</li> </ul>	
	• Physicians;	
	Parents;	
	• Child-care programs;	
	<ul> <li>Local educational agencies including special education and Parents</li> </ul>	
	as Teachers (SB658);	
	as Teachers (SB658);	



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100300	Documentation is present that an intake service coordinator was appointed as	Eligibility Determination
Intake service coordinator appointed	soon as possible after receipt of referral:	Documentation
303.321 (e)(1); SP (V)	<ul> <li>Date (m/d/y) of appointment</li> </ul>	
	Name of Intake Service Coordinator	
100400	Prior Written Notice is provided a reasonable time before the Part C	Notice of Action form
Written Notice provided	system proposes or refuses to initiate or change the identification, evaluation, or placement of the child, or the provision of appropriate	
303.403 (a); SP (VI)(IX)	early intervention services to the child and the child's family:	
	<ul> <li>Prior Written Notice is present in the EI record</li> </ul>	
	• Date of the Notice (m/d/y)	
100500	Documentation indicates that the Prior Written Notice contains the	
CONTENT OF THE NOTICE	following content	
100510	Statement of the action(s) being proposed or refused	Notice of Action form
Statement of the action		
303.403 (b)(1); SP (IX)		
100520	• Statement of the reason(s) for the action(s) being proposed or refused	Notice of Action form
Reasons for the action		
303.403 (b)(2); SP (IX)		
100530	• Documentation that the parent was provided with a copy of the Parental	Notice of Action form
Parental Rights provided	Rights Brochure	
303.403 (b)(3)(4); SP (IX)		
100600	Notice is:	Notice of Action form
Language of Notice	Written in language understandable to the general public	
303.403 (c)(1)	<ul> <li>Provided in the native language of the parents, unless it is clearly not feasible to do so</li> </ul>	



#### **Compliance Standards & Indicators** Standards

**Document EI Early Intervention Process** 

Legal Requirement	Indicator	Documentation
NOTE: Basis for legal requirement may be found in	DESE Requirements for Implementation.	
100700 Language of parent not a written language 303.401 (b); 303.403 (c)(2)(3); SP (IX)	<ul> <li>If the native language or other mode of communication of the parent is not a written language, documentation indicates that the designated service coordinator took steps to ensure that:</li> <li>The notice was translated orally or by other means to the parent in the parent's native language or other mode of communication</li> </ul>	Notice of Action Contact Logs Case Notes
	• The parent understands the notice	
	NOTE: If the parent is deaf or blind, or has no written language, the mode of communication must be that normally used by the parent (such as sign language, Braille, or oral communication).	
100800	Documentation is present that written parental consent was obtained prior	
Parental consent obtained for evaluation of the child	to conducting any evaluation/assessment of the child.  NOTE: Consent means that the parent:	
303.401 (a); 303.404 (a)(1); SP (IX)	<ul> <li>Has been fully informed of all information relevant to the activity for which consent is sought, in the parent's native language or other mode of communication</li> </ul>	
	<ul> <li>Understands and agrees in writing to the carrying out of the activity</li> </ul>	
	<ul> <li>The consent describes that activity and lists the records (if any) that will be released and to whom</li> </ul>	
	<ul> <li>Understands that the granting of consent is voluntary and may be revoked at any time</li> </ul>	
100810	Document is present that written consent was obtained prior to conducting the	Signed consent
Evaluation/assessment of the child	assessment of the child:	
	Parent signature	
	• Date (mm/dd/yy)	
	<ul> <li>Date of parental consent is prior to the date of any evaluaton/assessment activity.</li> </ul>	



**Document EI Early Intervention Process** 

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NOTE: Basis for legal requirement may be found i	n DESE Requirements for Implementation.	
100820  Consent not obtained for the evaluation and assessment of the child	If parental consent is not obtained for the evaluation/assessment of the child or the child's family documentation is present that the designated service coordinator made reasonable attempts to ensure that the parent:	
assessment of the clind	<ul> <li>Was fully aware of the nature of the evaluation and assessment or the services that would be available</li> </ul>	
	<ul> <li>Understood that the child would not be able to receive the evaluation and assessment or services unless consent was given</li> </ul>	
100900		
Parental consent obtained for family assessment		
303.404(b); SP (IX)		
100910	Documentation is present that written parental consent was obtained prior to	Signed Consent
Parental consent obtained prior to family	conducting assessment of family:	
assessment	<ul> <li>Documentation is present that the assessment was voluntary on the part of the family</li> </ul>	
	<ul> <li>Prior Written Notice was provided and consent was obtained prior to the assessment</li> </ul>	
	<ul> <li>Dated Prior Written Notice is present in the child's EI file (m/d/y)</li> </ul>	
	<ul> <li>Parent signature and date for consent are present (m/d/y)</li> </ul>	
	NOTE: Evaluation/assessment of the child may proceed, as long as consent is obtained for that component, even if the family does not consent to the Family Assessment.	
100920 Consent not obtained for Family Assessment	Documentation is present that the family declined to participate in the Family Assessment	
2010010 1101 Octamber 101 1 anning 1 10000051110111	NOTE: The family's failure to give consent to participate in the Family Assessment may not effect the completion of the evaluation/assessment of the child or the determination of eligibility of the child for Part C services.	



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NOTE: Basis for legal requirement may be found in	DESE Requirements for Implementation.	
101000 Parental Consent for the exchange of personally	Documentation is present that written consent from the parent was obtained before any personally identifiable information was:	Release of Information Form
identifiable information obtained 303.460(b); 34 CFR 300.571; 34 CFR Part 99	• Disclosed to anyone other than officials of participating agencies collecting or using such data	
(FERPA); SP (IX)	OR	
	Used for any purpose other than meeting requirements under IDEA	
101200		
Interim IFSP before 45 days		
101300 Services initiated prior to completion of	If early intervention services are initiated prior to the completion of the evaluation/assessment of the child, documentation is present that:	
evaluation/assessment	<ul> <li>Parent consent was obtained (m/d/y)</li> </ul>	
303.345; SP (VI)	An Interim IFSP was developed (See Indicators)	
	The evaluation and assessment are completed within 45 days	
	NOTE 1: This provision is intended to accomplish two (2) purposes:	
	1. To facilitate the provision of services in the event that a child has obvious immediate needs	
	2. To ensure that the requirements for the timely evaluation and assessment are not circumvented.	
	NOTE 2: If the evaluation/assessment and development of an IFSP does exceed 45 days, documentation must be present of exceptional events that prevented timelines from being met (i.e., child is ill).	
101400		
Evaluation and Assessment Procedures		
303.322 (a)(1), (e)(1); SP (V)		
101500	Documentation is present that a timely, comprehensive, multidisciplinary evaluation of each child referred for evaluation and a family-directed identification of the needs of each child's family was conducted.	



Standards Early Intervention Process

Legal Requirement	Indicator	Documentation
NOTE: Basis for legal requirement may be found	in DESE Requirements for Implementation.	
101510	Documentation is present that the multidisciplinary evaluation includes a	Eligibility Determination
Current health records and medical history	review of pertinent records related to the child's current health status and medical history	Documentation
303.322 (c)(3)(i); SP (V)	inedical instory	
101520	Documentation is present of an evaluation of the child's level of	Eligibility Determination
Child's level of functioning	functioning in each of the following areas:	Documentation
303.322 (c)(3)(ii); SP (V)	Cognitive development	
	<ul> <li>Physical development, including vision and hearing</li> </ul>	
	<ul> <li>Communication development</li> </ul>	
	<ul> <li>Social/emotional development</li> </ul>	
	Adaptive development	
101530	Documentation is present that an assessment of the unique needs of the	Eligibility Determination
Unique needs of the child	child in terms of each developmental area was completed	Documentation
303.322 (c)(3)(iii); SP (V)	Cognitive development	
	<ul> <li>Physical development, including vision and hearing</li> </ul>	
	<ul> <li>Communication development</li> </ul>	
	Social/emotional development	
	Adaptive development	
101540	Documentation is present that an evaluation was conducted by personnel	Eligibility Determination
Conducted by trained personnel	trained to utilize appropriate methods and procedures for the evaluation of infants and toddlers	Documentation
300.322 (c)(1); 303.323 (d); SP V	The position(s) and /or name(s) of individuals administering each evaluation/assessment procedure is present	



**Document EI** Standards **Early Intervention Process** 

Legal Requirement	Indicator	Documentation
	ound in DESE Requirements for Implementation.	
101550  Based on informed clinical opinion 300.322 (c)(2); SP (V)	Documentation is present that the evaluation and assessment define the child's abilities and needs within his/her natural environments. In order to reach an informed clinical opinion about the development of an infant or toddler, the professional should use at least one of the following:	Eligibility Determination Documentation
	<ul> <li>Interviews with parents</li> <li>Observation of the child at play</li> <li>Observation of parent-child interactions</li> <li>Information from professionals including child-care providers</li> </ul>	
Tamily Assessment N/A if consent is not obtained 300.322 (D); SP (V)	<ul> <li>Neuro-developmental or physical examinations</li> <li>If the family agrees, information is gathered through a family assessment. Documentation is present that the assessment:         <ul> <li>Was conducted by personnel trained to utilize appropriate methods and procedures;</li> <li>Name(s) and role(s) of the individual(s) conducting the family assessment;</li> </ul> </li> <li>Be based on information provided by the family through a personal interview, and;</li> <li>Incorporates the family's description of its resources, priorities and concerns related to enhancing the child's development</li> </ul>	IFSP Training Piece Forms Review
101570 Multidisciplinary Evaluation 303.17; SP (V)	Documentation is present that the evaluation/assessment was conducted by a multidisciplinary process, including:  • The child's Intake Service Coordinator  • At least two or more different disciplines or professions  NOTE 1: The family <b>may</b> be included in the evaluation/assessment and eligibility determination. Any decisions regarding eligibility made by the team are subject to the parent's right to a Due Process Hearing.  NOTE 2: The intake coordinator may be considered one of the two more disciplines.	Eligibility Determination Documentation



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101600	The eligibility statement is documented and includes one (1) of the following:	
Statement of Eligibility	A diagnosed medical condition	
SP (V)	OR	
	The area(s) in which the child was found to be delayed and the degree of the delay	
101700  Basis for determination of eligibility and need for early intervention services	<ul> <li>Each item is addressed as outlined in Document G-17 with the appropriate documentation to confirm eligibility under Part C of IDEA and the need for early intervention services</li> </ul>	
for early intervention services	NOTE: It is the policy of the State of Missouri to not include children considered to be "at risk" of having substantial developmental delays for eligibility in the Part C system.	
101800	• Documentation is present that the initial evaluation/assessment of each	Referral form
Timelines	child (including the family assessment) and the IFSP were completed within 45 days of referral	Eligiblity form
303.222 (e)(1); 303.321 (e)(2); 303.322 (e)(2);	OR	IfSP
SP (V)(VI)	<ul> <li>If the evaluation/assessment process exceeded 45 days, documentation is present of appropriate circumstances for extension of timelines (See NOTE)</li> </ul>	Data System report
	AND	
	• An interim IFSP was developed (Standard 101500)	
	NOTE: Appropriate exceptional circumstances might include such things as child/family illness, hospitalization, lack of parent cooperation or any other "family initiated" delay.	
	If appropriate, an interim IFSP must be developed; go to Indicator(s) $101500 - 101520$	
	If an interim IFSP is not appropriate, go to Indicator 101600.	
101900		
Interim IFSP when exceeding 45 Days		



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NOTE: Basis for legal requirement may be found in	DESE Requirements for Implementation.	
102000	Document is present that an interim IFSP is developed for an eligible child	
Interim IFSP is developed for an eligible child whose evaluation will exceed 45 days.	whose evaluation will exceed 45 days when appropriate circumstances are evident.	
102010	Documentation is present that prior to the development of an Interim IFSP the	IFSP – Interium
Interim IFSP	child was determined to be eligible for First Steps services:	
303.345; SP (VI)	• Date of eligibility determination (m/d/y)	
102020	Documentation is present that Prior Written Notice was provided and	Notice of Action
Notice and Parent Consent	informed, written, parental consent was obtained prior to implementing an Interim IFSP	
303.345; SP (VI)	Prior Written Notice is present in the child's EI file	
	<ul> <li>Parent signature and date of consent (m/d/y) are present</li> </ul>	
102030	An Interim IFSP is present that includes the following content:	IFSP – Interim
Content of Interim IFSP	• The name of the service coordinator who will be responsible for	
303.345; SP (VI)	implementation of the Interim IFSP and coordinate with other agencies and persons	
	The early intervention services that have been determined to be needed immediately by the child and the child's family.	
102100		
INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)		
102200	Documentation indicates:	IFSP Meeting Notification
Written Notification of IFSP meeting	• Family and other participants were notified of the IFSP meeting <u>in</u>	
303.342 (d)(2); SP (VI)	writing early enough to ensure their ability to attend	
102300	Initial and annual IFSP meetings and any periodic reviews of the IFSP	IFSP Form
Meeting participants	included the following participants:	
303.343 (a)(1); SP (VI)		



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102310\	The parent(s) of the child	
The parent(s) of the child		
102320	For the initial IFSP meeting, the Intake Service Coordinator	
For the initial IFSP meeting, the Intake Service Coordinator	NOTE: If, prior to the initial IFSP meeting, the family has successfidentified an on-going service coordinator, that person may be invited attend the meeting.	i to
102330	For the annual IFSP meeting and periodic review, the On-going Service	
For the annual IFSP meeting and periodic review, the On-going Service Coordinator	Coordinator	
102340	Other family members as requested by the parent(s)	
Other family members as requested by the parent(s)		
102350	An advocate or other person outside the family, as requested by the parent(	(s)
An advocate or other person outside the family, as requested by the parent(s)		
102360	The person(s) directly involved in conducting the evaluations and	
The person(s) directly involved in conducting the evaluations and assessments	assessments. (For periodic review, only required if conditions warrant)	
102370	Service providers, as appropriate. (For periodic review, only required if	
Service providers, as appropriate.	conditions warrant)	
102400	• Documentation indicates that, when necessary, individuals dire	
Alternate arrangements for participation in IFSP meeting	involved in conducting the evaluations and assessments were provided alternate methods of participation.	ded
(N/A if individuals in attendance)		
303.343 (a)(2); SP (VI)		
102500	A current IFSP is present that contains all required components.	
CONTENT OF AN IFSP		



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NOTE: Basis for legal requirement may be fou	nd in DESE Requirements for Implementation.	
102510	The IFSP documents the child's current status in <b>each</b> of the following areas based on professionally acceptable objective criteria:	IFSP Form
Statement of child's present levels of development	Physical development (including vision, hearing and health)	
303.344 (a); SP (VI)	Cognitive development	
	Communication development	
	<ul> <li>Social or emotional development</li> </ul>	
	Adaptive development	
102520	With the family's agreement, the IFSP includes:	IFSP Form
Summary of family information 303.344 (b); SP (VI)	<ul> <li>A summary of the family's resources, priorities, and concerns related to enhancing the development of the child</li> </ul>	
	<ul> <li>When the family does not agree to include this information, the IFSP includes a statement to that effect.</li> </ul>	
102530 Statement of outcomes	The IFSP includes a statement of the major outcomes expected to be achieved for the child and the family:	IFSP Form
303.344 (c) SP (VI)	Each outcome includes:	
303.344 (c) SI (vI)	<ul> <li>Criteria (what needs to be accomplished in order for outcome to be met)</li> </ul>	
	<ul> <li>Procedures (how progress toward the outcome(s) will be measured)</li> </ul>	
	• Timelines (Start date and end date for the outcome(s))	
	NOTE: The criteria, procedures and timelines are used to determine (1) the degree to which progress toward achieving the outcomes is being made, and (2) whether modifications or revisions of the outcomes or services are necessary.	



Document EI

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Standards	Ea	arly Intervention Proces
Legal Requirement	Indicator	Documentation
NOTE: Basis for legal requirement may be foun	nd in DESE Requirements for Implementation.	
102540	The IFSP includes a statement of the specific early intervention services	IFSP Form
Statement of early intervention services	necessary to meet the unique needs of the child and the family to achieve the outcome(s) identified in the IFSP:	
303.344 (d); SP (VI)	<ul> <li>Early intervention services are identified under one (1) or more of the following categories:</li> </ul>	
	<ul> <li>Assistive technology devices and services</li> </ul>	
	o Audiology,	
	<ul> <li>Family training, counseling and home visits,</li> </ul>	
	<ul> <li>Health services</li> </ul>	
	<ul> <li>Medical services for diagnostic or evaluation purposes, only</li> </ul>	
	<ul> <li>Nursing services</li> </ul>	
	<ul> <li>Nutrition services</li> </ul>	
	<ul> <li>Occupational therapy</li> </ul>	
	<ul> <li>Physical therapy</li> </ul>	
	<ul> <li>Psychological services</li> </ul>	
	<ul> <li>Service coordination</li> </ul>	
	<ul> <li>Social work services</li> </ul>	
	<ul> <li>Special instruction</li> </ul>	
	<ul> <li>Speech/language pathology</li> </ul>	
	<ul> <li>Transportation</li> </ul>	
	<ul> <li>Vision services</li> </ul>	



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NOTE: Basis for legal requirement may be found	in DESE Requirements for Implementation.	
102550	The IFSP describes the services to be provided by addressing:	IFSP Form
Description of the services to be provided	• The frequency and intensity of the services, including:	
303.344 (d)(1)(2)(3); SP (VI)	• Number of days or sessions that a service will be provided.	
	• The length of time the service is provided during each session	on.
	<ul> <li>Whether the service is provided on an individual basis or or group basis.</li> </ul>	ı a
	• The method for providing the services.	
	<ul> <li>The location of the services—actual place(s) where the service will be provided.</li> </ul>	ces
	The payment arrangements, if any.	
102560 A statement addressing services in natural environments	To the maximum extent appropriate to the needs of the child, ear intervention services must be provided in natural environments, include home and community settings in which children without disabilit participate. The IFSP includes:	ng
303.344 (d)(Note 1); SP (VI)	<ul> <li>A description of the natural environments in which ea intervention services will be provided</li> </ul>	rly
	<ul> <li>A justification of the extent to which the services will not provided in a natural environment, if applicable.</li> </ul>	be
	NOTE: Natural environments are defined as settings that are natural normal for the child's age peers who have no disabilities.	or



Standards Early Intervention Process

Legal Requirement	Indicator	Documentation
NOTE: Basis for legal requirement may be found	in DESE Requirements for Implementation.	
102570	To the extent appropriate, the IFSP addresses:	IFSP Form
A statement of other services 303.344 (e); SP (VI)	<ul> <li>Medical or other services to meet the needs of the child even though they are not included as Part C services</li> </ul>	
	• The funding source(s) to be used to pay for the service(s).	
	OR	
	• The steps that will be taken to secure the service(s) through public or private sources	
	NOTE: This requirement does not apply to routine medical services (immunizations, well-baby care) unless the child needs those services and the services are not otherwise available or being provided.	
102580	The IFSP includes:	IFSP Form
Dates for initiation and duration of services 303.344 (f); SP (VI)	• The projected dates (m/d/y) for initiation of the services outlined in the IFSP	
	• The anticipated duration (end date) of the services	
	<ul> <li>The initiation date (must be as soon as possible after the IFSP meeting and consent for services is obtained).</li> </ul>	
102590	The IFSP includes the name of the on-going service coordinator who will	IFSP Form
On-going Service Coordinator identified	be responsible for the implementation of the IFSP and coordination with other agencies and persons	
303.344 (g); 303.23; SP (VI)	NOTE: (rules for on-going sc)	
102595	The IFSP addresses the child's transition	IFSP Form
Transition		
303.344 (h); SP (VI)		



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NOTE: Basis for legal requirement may be found	in DESE Requirements for Implementation.	
102600	Documentation is present that	IFSP Form
Prior Written Notice is provided and consent obtained 303.342 (e); 303.403; SP (IX)	• The contents of the IFSP were fully explained to the parent(s)	
	<ul> <li>Prior Written Notice was provided to the parent(s) of an eligible child a reasonable time prior to implementing the initial IFSP</li> </ul>	e
	AND	
	<ul> <li>Informed written consent was obtained from the parent(s) prior to provision of any early intervention services outlined in the initial IFSP.</li> </ul>	
	NOTE 1: For Content of a Prior Written Notice see Indicator	rs
	NOTE 2: Only the services for which the parent(s) have given their consershould be listed on the IFSP. IFSP minutes are kept to recorrecommendations and options that do not appear in the IFSP and serve as reference for future discussions.	d
102700	The IFSP team meets to review, and revise if necessary, the IFSP on an	n IFSP Form
Annual meeting to evaluate the IFSP is held	annual basis. Documentation includes:	
303.342 (c); SP (VI)	• Date of meeting (m/d/y)	
	<ul> <li>Annual meetings are no more than 365 calendar days apart</li> </ul>	



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NOTE: Basis for legal requirement may be found in	n DESE Requirements for Implementation.	
102800 Periodic review of the IFSP occurs 303.342 (b); SP (VI)	The IFSP is reviewed every six months or more frequently, if needed or requested by the parent. Documentation is present that:	Meeting Notifications; IFSP Form
	<ul> <li>Reviews occurred at least every six months (m/d/y)</li> </ul>	Data System
	<ul> <li>The review(s) addressed the degree to which progress was being made toward achieving the outcomes.</li> </ul>	Case Notes
	<ul> <li>The review(s) determined whether or not modifications or revisions of the outcomes or services were necessary.</li> </ul>	
	NOTE 1: Periodic review may occur through a meeting or another means acceptable to the parent(s) and other participants.	
	NOTE 2: The annual meeting to evaluate the IFSP incorporates the periodic review process; therefore, only one (1) separate periodic review is necessary each year.	
	NOTE 3: If no one on the IFSP team feels there is a need for changes in the IFSP, the service coordinator documents this along with dates of contact and no meeting is required.	
102900 Prior Written Notice – change in location (placement) of services	<ul> <li>Prior written notice is given to the parent(s) a reasonable time prior to initiating a change in the location of the early intervention services outlined in the IFSP</li> </ul>	Notice of Action
303.403; SP (IX)	NOTE: For Content of a Prior Written Notice, see Indicators 100500.	
103000	Prior Written Notice is given to the parent(s) a reasonable time after	Notice of Action
Prior Written Notice—Refusal of parent request for evaluation or services	refusing a parent's request for an evaluation or provision of early intervention services	
303.403; SP (IX)	NOTE: For Content of a Prior Written Notice, see Indicators 100500.	
103100 Prior Written Notice—Change in Services	<ul> <li>Prior written notice is given to the parent(s) a reasonable time prior to initiating a change in the type or amount of the Early Intervention Services outlined in the IFSP.</li> </ul>	
	NOTE: For Consent of a Prior Written Notice, see Indicators 100500.	
103200		
TRANSITION AT AGE THREE (3)		



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NOTE: Basis for legal requirement may be found in	DESE Requirements for Implementation.	
103400	Documentation is present that:	Meeting Notification; Meeting Summary notes
Scheduling of meeting	• An IFSP meeting to discuss transition from the Part C system was	
303.148 (2)(i); SP (General F)	held at least six (6) months prior to the child's third birth date	Data Systems
(N/A if referral date does not allow time to meet	• Date of meeting (m/d/y)	
this requirement.)	<ul> <li>Purpose of Meeting</li> </ul>	
	OR	
	Documentation is present that if a child was referred between ages 2 yrs 6 months & 3 years, the intake coordination, with the parent's permission:	
	<ul> <li>Contacted the school district to inform them that the child may potentially be eligible for ECSE</li> </ul>	
	OR	
	• If this contact did not occur, documentation is present that transition was addressed at the initial IFSP meeting	
103500	Documentation is present that	Documented consent;
Local Education Agency/Other Service Agencies		Meeting Notification
303.148 (2)(ii); 303.344 (h)(2)(iii); SP (VI)		
103510	Parents agreed to invite local education agency personnel or other service agency personnel to attend the transition meeting	
Parents agreed to invite local education agency personnel or other service agency personnel to attend the transition meeting		
103520	If parent consented, documentation is present that local education agency	
If parent consented, documentation is present that local education agency personnel were invited to attend the meeting	personnel were invited to attend the meeting	
103600	Documentation is present that, at the transition meeting:	Case notes; IFSP
Purpose of the transition meeting		
303.148 (3)(4); SP (VI)		



Standards Standards		rly Intervention Process
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NOTE: Basis for legal requirement may be found in	DESE Requirements for Implementation.	
103610	The IFSP team reviewed the program options available to the child after the child's third birthday	
The IFSP team reviewed the program options available to the child after the child's third birthday		
103620	The IFSP contains the steps to be taken to support the transition process for	
The IFSP contains the steps to be taken to support the transition process for the child	the child	
103700	Documentation is present that, information is provided to the local education	Logs/Parent Contacts
Information provided to local education agency	agency in a timely manner that includes, at a minimum:	Case Notes
(N/A if consent not obtained from parent)	NOTE: Any information that will assist the school district in determining the child's eligibility and programmatic needs should be considered for release.	
303.344 (h)(2)(iii); SP (General F)	ema o ongrome, ana programmano novas snoura de constacte de recense.	
103710	Name of the child	
Name of the child		
103720	Name, address and phone number of the parents	
Name, address and phone number of the parents		
103730	The child's birth date	
The child's birth date		
103740	A complete copy of the current IFSP, including the transition plan	
A complete copy of the current IFSP, including the transition plan		
103750	Any written reports from service providers within the last year	
Any written reports from service providers within the last year		